

**DETERMINATION AND FINDINGS FOR  
A SOLE SOURCE CONTRACT**

**CONTRACT NO.:** DCRL-2019-R-0055  
**CAPTION:** Placement and Home Study Services  
**PROPOSED CONTRACTOR:** Seraaj Family Home Inc.  
**PROGRAM AGENCY:** Child and Family Services Agency

**FINDINGS**

**1. AUTHORIZATION:**

D.C. Official Code § 2-354.04 and 27 DCMR §§ 1304 and 1702.

**2. MINIMUM NEED:**

The District of Columbia Contracts and Procurement Administration on behalf of the Child and Family Services Agency (the “District, CFSA or Agency”) is seeking a contractor to work provide Foster/adoption/kinship Home Studies and placement for Foster/adoption/kinship families in the State of Maryland.

**3. ESTIMATED REASONABLE PRICE:**

**\$45,923.12**

**4. FACTORS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:**

The District of Columbia, Child and Family Services Agency is procuring residential treatment services. The services provide all necessary labor, management, supervision, equipment, materials, transportation, facility (ies) and any other items necessary to provide Foster/adoption/kinship Home Studies and regulatory reviews and placement for Foster/adoption/kinship families in the State of Maryland as referred by CFSA.

- a) The District has a need for the services covered under this proposed contract.
- b) The District has a continuing need for the contractual capacity offered under this proposed contract.
- c) To move the youth serviced under this requirement would disrupt their clinical progress, create undue strain, and possibly cause the District to violate the guidelines of the *Adoption and Safe Families Act of 1997* and the *LaShawn A. v. Fenty* Modified Final Order and Implementation Plan.
- d) The Contractor offers services under the proposed contract that are difficult to procure in the District of Columbia.
- e) The Contractor offers placement and licensing services for this child which will ensure continuity of services and continued stability of the child.

f) The Contractor has offered these services for a number of years and accordingly, has developed a level of expertise.

g) The Contractor has met all Federal and District requirements in providing these services.

**5. CERTIFICATION BY AGENCY HEAD:**

I hereby certify that the above findings are true, correct and complete to the best of my knowledge.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Brenda Donald  
Director  
Child and Family Services Agency

**CERTIFICATION BY CONTRACTING OFFICER**

6. I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with 27 DCMR 1304 and that no response was received.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tara Sigamoni  
Agency Chief Contracting Officer

**DETERMINATION**

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive bidding process under either Section 402 or 403 of the District of Columbia Procurement Practice Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code §2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tara Sigamoni  
Agency Chief Contracting Officer